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WAR DEPARTMENT GENERAL STAFF CIRCULAR
No. 5-10

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
Washington, 18 September 1944

O R G A N I Z A T I O N

Legislative and Liaison Division

RESPONSIBILITY. The Chief, Legislative and Liaison Division, War Department Special Staff will be responsible for the initiation and supervision of all War Department relations with the Congress and the maintenance of liaison between the War Department and certain Federal agencies. The Legislative and Liaison Division will--

1. Supervise the preparation and processing of legislation in which the War Department has interest.
2. Maintain liaison with the Congress on legislative matters, investigations of War Department activities, and War Department matters of interest to individual Members of Congress.
3. Maintain liaison between the War Department and certain Federal agencies on legislative matters of mutual interest, including the Federal Works Agency and the Civil Aeronautics Authority, and with respect to certain war projects.
4. Clear and coordinate all War Department correspondence and reports to the Congress prepared for the signature of the Secretary of War or the Chief Staff as well as Congressional correspondence involving War Department policy but not signed by the above.

ORGANIZATION. The subdivisions of the Legislative and Liaison Division and their functions are:

1. Legislative Branch.

- a. Keeps abreast of legislation pending before the Congress to determine that which is of interest to the War Department.
- b. Analyzes proposed War Department legislation in terms of pending legislation, existing law, War Department policies, and the President's program, and coordinates it within and outside of the War Department.
- c. Handles the processing from the War Department, through the Bureau of the Budget and to the Congress, of all legislation approved by the Secretary of War.
- d. Prepares or supervises the preparation of reports on legislation requested by the Bureau of the Budget or by the Congress.

e. Digests the Congressional Record for distribution to certain interested War Department agencies.

f. Presents testimony before the Congress or Congressional committees in connection with legislation of interest to the War Department and arranges for the appearance of War Department witnesses.

2. Congressional Investigations Branch.

a. Supervises all liaison between the War Department and the Congress in connection with Congressional investigations of War Department activities.

b. Supervises preparation and presentation of evidence requested of the War Department by the Congress.

c. Assists Congressional committees in connection with investigations of War Department activities.

d. Analyzes information received which suggests possible criticism of War Department activities and takes action when necessary.

3. Liaison Branch.

a. Maintains liaison with the Congress, its individual members, or its committees (except the Appropriations Committees) in connection with legislation and reports prepared under the supervision of the Legislative Branch.

b. Assists Members of Congress in matters referred to the War Department for action (including the preparation of correspondence and the gathering of information from all echelons of the Army, when necessary).

c. Controls the processing of all War Department correspondence and reports for the Congress and prepared for the signature of the Secretary of War or the Chief of Staff as well as Congressional correspondence involving War Department policy but not signed by the above.

d. Coordinates with the Legislative Branch, the appearance of War Department witnesses before the Congress.

4. Federal Agencies Branch.

a. Maintains liaison with certain Federal agencies concerning war projects (except defense housing and access roads projects) submitted for the recommendation of the War Department as follows:

- (1) War Public Works Division, Federal Works Agency, with reference to projects proposed under the Lanham Act.
- (2) Civil Aeronautics Authority, Commerce Department, with reference to the development of the airport construction program in connection with the duties of the Secretary of War as a member of the Airport Approval Board, established by Public Law 812, 76th Congress.

b. Supervises the processing of War Department correspondence and other papers on these projects.

c. Coordinates with War Department and other Federal agencies and the Congress with respect to the release of information when War Department determinations are made placing command installations in the category of "inactive reserve" or "surplus" or information concerning the authorization of transfer of such installations to other agencies and supervises the preparation of and processes War Department correspondence on this subject.

BY DIRECTION OF THE DEPUTY CHIEF OF STAFF:

Attachment:
Outline Organization Chart

O. L. NELSON
Brigadier General
Assistant Deputy Chief of Staff

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